

# Dept. of Commerce, Alcoholic Bev. Div. Facts – FY '08

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## General Information

**Address:** 1918 SE Hulsizer Road  
Ankeny, IA 50021-3941

## Workforce Data (unless otherwise noted, information provided is at the end of FY '08)

|              |             |                    |                                 |
|--------------|-------------|--------------------|---------------------------------|
| # FT EEs: 61 | # PT EEs: 0 | # Temporary EEs: 4 | Average Length of Service: 8.61 |
|--------------|-------------|--------------------|---------------------------------|

|                      |  |  |
|----------------------|--|--|
| Span of Control: N/A | % Performance Evaluations Completed: 95% | Total Unemployment Insurance Claims: 0 |
|----------------------|--|--|

| Employee Age Groups         |    |       |    | Supervisor Age Groups         |   |       |   | Females                          |        | Males                           |        |
|-----------------------------|----|-------|----|-------------------------------|---|-------|---|----------------------------------|--------|---------------------------------|--------|
| <25                         | 2  | 45-54 | 15 | <25                           | 0 | 45-54 | 3 | # of Females:                    | 23     | # of Males:                     | 38     |
| 25-34                       | 14 | 55-64 | 19 | 25-34                         | 2 | 55-64 | 2 | % of WF:                         | 37.70% | % of WF:                        | 62.30% |
| 35-44                       | 10 | 65+   | 1  | 35-44                         | 0 | 65+   | 0 | Average Age:                     | 48.20  | Average Age:                    | 44.13  |
| Employee Average Age: 45.66 |    |       |    | Supervisor Average Age: 48.66 |   |       |   | Average Length of Service: 14.55 |        | Average Length of Service: 5.01 |        |

| Minorities                 |       | Breakout of Minorities   |   | Non-minorities             |        |
|----------------------------|-------|--------------------------|---|----------------------------|--------|
| # of Minorities:           | 4     | # of African-American:   | 2 | # of Non-minorities:       | 57     |
| % of Workforce:            | 6.56% | # of Asian:              | 0 | % of Workforce:            | 93.44% |
| Average Age:               | 36.95 | # of American Indian:    | 0 | Average Age:               | 46.27  |
| Average Length of Service: | 1.66  | # of Hispanic or Latino: | 2 | Average Length of Service: | 9.10   |

| Persons With Disabilities       |    | Persons With Non-Disabilities       |        |
|---------------------------------|----|-------------------------------------|--------|
| # of Persons With Disabilities: | 0  | # of Persons With Non-Disabilities: | 60     |
| % of Workforce:                 | 0% | % of Workforce:                     | 98.36% |
| Average Age:                    | 0  | Average Age:                        | 45.53  |
| Average Length of Service:      | 0  | Average Length of Service:          | 8.30   |

|  |  |                                    |  |
|--|--|------------------------------------|--|
| Officials/Administrators<br>EEO Category 1: 5  | Professionals<br>EEO Category 2: 16          | Technicians<br>EEO Category 3: 2   | Protective Service: Sworn<br>EEO Category 4: 0 |
| Protect. Serv.: Non-Sworn<br>EEO Category 5: 0 | Administrative Services<br>EEO Category 6: 8 | Skilled Craft<br>EEO Category 7: 0 | Service/Maintenance<br>EEO Category 8: 30      |

|                         |                     |                    |                 |
|-------------------------|---------------------|--------------------|-----------------|
| Separation Rate: 16.07% | Hire Rate: 16.07%   | Number Hires: 7    | Transfer In: 2  |
| Retirements: 0          | All Terminations: 2 | Voluntary Quits: 5 | Transfer Out: 2 |

|                            |  |                    |  |
|----------------------------|--|--------------------|--|
| # of Classes Used: 19      | Most Populous Classes: Warehouse Operations Wkr (15), Transport Drive (15), Clerk-Specialist (5) |                    |  |
| Separations - By Class:    | Warehouse Operations Wkr (4), Transport Driver (2), Info Specialist 2 (1)                        |                    |  |
| # Eligible for Retirement: | 14 in the next 5 years   | % Eligible: 22.95% |  |

## Leave and Benefits (unless otherwise noted, information provided is at the end of FY '08)

|  |  |   |   |   |
|--|--|---|---|---|
| Vacation Payouts:<br>\$16,148.23             | Sick Leave Payouts:<br>\$0                   | Annual Payroll:<br>\$2,883,682.85               | Avg. Base Salary:<br>\$45,154   | Overtime Days Worked:<br>1,113.3  |
| Overtime Cost:<br>\$209,163.19               | Reassignment Pay:<br>\$0                     | Recruitment Bonus Pay:<br>\$0                   | Retention Pay:<br>\$0   | Exceptional Job Performance Pay:<br>\$0   |
| Workers' Comp Payouts:<br>\$27,170.10        | Vacation Pay - Earned<br>Value: \$174,161.79 | Vacation Days Earned:<br>976.0                  | Vacation Used Expense:<br>\$156,744.72  | Vacation Days Taken:<br>880.4   |
| Workers' Comp Days<br>Used: 453              | Sick Leave Days Earned:<br>1,026.4           | Reg. Sick Leave Used<br>Expense:<br>\$86,717.61 | Reg. Sick Leave Days Used:<br>537.8   | Converted Sick Leave To<br>Vacation Days Used:<br>17.0  |
|  | Sick Leave -Earned<br>Value:<br>\$167,982.79 |   | Avg. Sick Leave Days Per EE:<br>8.82  | Converted Sick Leave To<br>Vacation Used Expense:<br>\$3,298.56   |
| Injury Leave Used<br>Expense:<br>\$0         | Injury Leave Days Used:<br>0                 | Classification Appeals:<br>0                    | <u>Reclassifications</u><br>Up (Filled): 0<br>Up (Vacant): 0<br>Down (Filled): 0<br>Down (Vacant): 0<br>Lateral (Filled): 0<br>Lateral (Vacant): 0<br>Approx. Annual New Cost of<br>Reclassified Positions:*<br>\$0 | <u>Grievances</u><br>Contract Grievances: 10<br>Disciplinary: 4<br>Language: 6<br>Non-Contract Grievances: 0<br>Disciplinary: 0<br>Language: 0<br>Arbitrations: 0 |
| Funeral Leave Used<br>Expense:<br>\$6,936.00 | Funeral Days Used:<br>42.2                   | Extraordinary Pay:<br>\$0                       |   |   |
| Jury Leave Used<br>Expense:<br>\$1,378.20    | Jury Leave Days Used:<br>7.8                 | Special Duty Pay:<br>\$0                        |   |   |

\* based on difference between average of old and new pay grade FY '08. Vacancies and laterals were not calculated into the "cost."

## Affirmative Action (Remedial Underutilization [RUU] and Remedial Hiring Goals)

|   |  |  |
|---|--|--|
| <b>Females:</b> Current Year (FY '09) RUU: N/A<br>Current Year (FY '09) Goal: N/A<br>Goal Achievement (FY '08): No, 0/2 | <b>Minorities:</b> Current Year (FY '09) RUU: N/A<br>Current Year (FY '09) Goal: N/A<br>Goal Achievement (FY '08): No, 0/1 | <b>PWD:</b> Year (FY '09) RUU: 5<br>Current Year (FY '09) Goal: 2<br>Goal Achievement (FY '08): No, -1/5 |
|---|--|--|

Sources: AS400 Queries; "Just the Facts for FY'08" Almanac; Department of Management; DAS-HRE Labor Relations Team and DAS-HRE Personnel Officers.

Date of Completion: February 4, 2009